

Gusgimukw Buzz

March 19th – April 2nd 2021

Cigarette Sale Hours:

Monday, Wednesday, and Friday
8 am – 3 pm

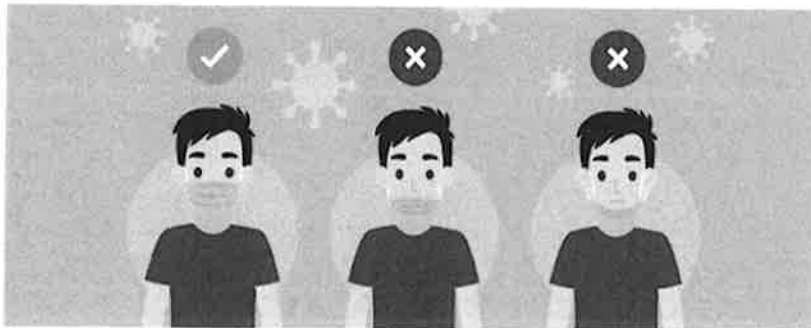
Office hours

Monday – Friday
8 am – 4 pm

We ask if you are needing to meet with any of the staff to call and make an appointment ahead of time ☺

250-949-6245
to contact receptionist

ALL ADMIN BUILDINGS REQUIRE FOR MASKS TO BE USED AT ALL TIMES.



Quatsino First Nation
Administration Staff:

(250) 949-6245 F: (250)949-6249

Cary lee Calder Ext.113

Helen Charlie Ext.139

Melinda Sheard Ext.125

Collen George Ext. 123

Bonnie Wallas Ext.138

Leonard Nelson

Samantha Nelson Ext.115

Marilyn Morash

Bobby-Jean Nelson

Travis Walkus

Amanda Clair

Lands

James Redford Ext.135

April Webber Ext.136

Forestry

Charles Sheard Ext.132

Fisheries

Erin Ext.131

Jacob Nelson

Stephen Clair

Gwabalish Fishing Society 230-4651

Florence Van Graven Ext.134

Economic Development (250) 949-8147

Ashlee Ext.129

Jenny Ext.129

Elders Center (250) 949-3043

Wade Charlie

Health Centre

(250) 949-7161 F: (250) 949-9224

Jane Ext.221

Jen Ext.230

Frankie Ext.226

Beth Ext.229

Tammy Ext.231

Anita Ext.232

Karen

Daycare (250) 949-6498

Yvonne Dixon

Mary Nelson

Patricia Hall

Isabell Nelson

Delia Price

Ashley Nelson

Samantha Nelson Sr.

Winnifred Nelson

Tommy Brown

Lucy Nelson



COVID -19 Update

March 12, 2021

We are at a turning point in the pandemic. Earlier this week we were able to vaccinate eligible individuals living in community that wanted it.

This is a big first step to return to normal. But it will not happen overnight. Over the coming weeks and months, it is expected that the restrictions will slowly be eased.

Yesterday was the first of those steps. Dr. Bonnie Henry announced a small reduction in COVID restrictions. Effective immediately, some small outdoor gatherings can occur. **You can gather in groups of up to 10 people that can gather outdoors. Do not gather with different groups of new people- stick to the same people.**

Remember:

- Indoor gatherings are still not permitted.
- Not everyone will feel comfortable gathering. Be kind and respectful of everyone's individual choices.
- While we are all looking forward to gathering and returning to normal, we should do so slowly.

How to stay safe:

- Gather outdoors only.
- Group sizes should not exceed 10 people. Groups should not change.
- If you feel sick, stay at home.
- Continue to use COVID-19 layers of protection, like,
 - Maintain physical distancing,
 - Continue to wash and sanitize your hands often,
 - Continue to wear face masks while in your group of 10, they are still a good layer of protection.

Be Calm, Be Kind, Be Safe

Gilakas'la



JOB POSTING

Quatsino First Nation Receptionist

Position Summary

Reporting to the Band Manager, the Receptionist is the first point of contact for community members visiting or calling the Band Office. The Receptionist provides reception and general administrative support, and ensures the Band Office is a welcoming environment.

Primary Responsibilities

Front Desk Reception

- Answers incoming calls, provides information, responds to basic inquiries, directs calls
- Greets visitors, clients and community members and ensures prompt service
- Ensures that the reception area is tidy and welcoming
- Distributes faxes and emails that come into the general mailbox
- Organizes outgoing couriers and mail
- Distributes mail

Cigarette Sales

- Performs inventory procedures for cigarettes including daily count
- Stocks the cigarette cupboard
- Processes cigarette sales
- Maintains petty cash box

Administrative Support - General

- Orders stationery and other office supplies
- Assists the Finance and Band Managers with various administrative support
- Maintains office equipment. Ensures copier is loaded with paper and toner is changed as required
- Maintains the office calendar including staff and management meetings and special events
- Maintains various electronic and paper filing systems
- Minute-taking for administrative meetings as needed

Other related duties as assigned

Qualifications

Training, Education and Experience

- Grade 12 and equivalent related experience
- Applied Business Technology an asset
- 1-2 years prior experience in office administration ideally within an Indigenous organization
- Satisfactory Criminal Record Check.
- Valid B.C. Class 5 Driver's License.

Knowledge, Skills and Abilities

- Well-developed communication and interpersonal skills.
- Excellent client service skills. Friendly, positive, responsive, professional and helpful.
- Well organized and proactive with strong time management skills.
- Ability to multi task with attention to detail.
- Ability to manage cash based sales transactions using a petty cash system.
- Well-developed office administration skills including filing and operating office equipment.
- Ability to maintain confidentiality.
- Intermediate computer skills including full suite of MS Office
- Understanding of office equipment including copiers and phone systems.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Respect for Quatsino First Nation culture and protocols

Working Conditions

- Work is performed primarily in the Band Office.
- This is a full-time position

How to Apply

Please submit your resume via email to:
Cary-Lee Calder, Quatsino Band Manager
manager@quatsinofn.ca

Only Individuals short-listed will be contacted. Posted until filled.

Ixmagilas Newsletter

HEALTH CENTRE



TAMMY HUNT
CHR

Please remember to bring all paperwork to the clinic or have it faxed to 250-949-9224 or email: chr@quatsinofn.ca

ANITA
GIRLS GROUP

There will be no girl's group Wednesday, March 24th Sorry for the inconvenience.
2nd part for Dream Catcher making is Tuesday, March 23rd from 7-8 via zoom!

FRANKIE NELSON
GLUTEN FREE COOKING

Zoom classes Thursdays 4-6. Please call if you would like to be added to the list. You must be able to attend the zooms to receive the ingredients



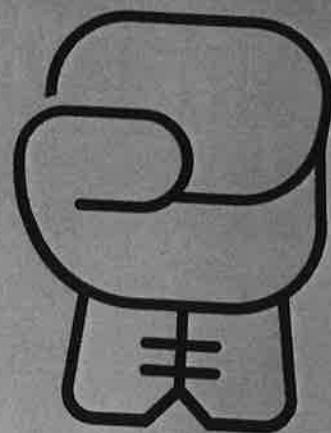
FOOT CARE-BETH NELSON

Tuesdays, 8:30-2:30

Please call Jane at the clinic to book an appointment 250-949-7161 or text clinic cell 250-230-2498

Boxing with Ivy Richardson

Last session will be Monday, March 22nd 5-6pm. Please call clinic 250-949-7161 or text 250-230-2498 if you would like a zoom invite



NURSE PRACTITIONER/DOCTOR VISITS

LISA GREER/DR. MORIN/DR. HAJEB

Lisa is away until Tuesday, March 30th, she is fully booked this day but if you want to be added to the cancellation list please call. She does phone call appointments every Tuesday unless otherwise posted.

Dr. Morin- April 8th 1-4pm

No word for any other Doctors at this time. Sorry for any inconvenience

Ixmagilas staff

Jen-Health Director

Jane-Reception

Anita-Community Health Nurse

Beth-Home & Community Care Nurse

Frankie-Wellness Worker

Tammy-CHR

Karen-Addictions & Mental Wellness

COVID-19 VACCINATIONS

ANITA AND BETH

Please call the clinic 250-949-7161 or text clinic cell 250-230-9224 if you would like to be added to list. The next vaccine clinic will be on Wednesday, March 31st.

Please pass this along to any Quatsino members that you know may want to have their Moderna Vaccine done.

Have them call 250-949-7161 or text 250-230-2498

"Stay safe, wear a mask and wash hands frequently"



Ax sila xa Gingananam
Quatsino Childcare Centre

Join Our Team

The daycare is wanting to complete our team, we need a janitor to support the daycare with daily cleaning duties to provide a clean, safe place for the children.

Place; Quatsino daycare

Hours; 2hrs a day/ 10wk.

Days; Monday-Friday

Drop off resume and certificates at the daycare

****Deadline is March 26,2021****

Contact Yvonne if you have any questions at

(250)949-6498-daycare

(250) 230-8730-cell

Thanks, take care

Yvonne